

**SECRET**

**ORGANIZATION  
FUNCTIONS  
ACTIVITIES  
OF  
OFFICE OF SECURITY**

**April 1959**

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**OFFICE OF SECURITY  
ORGANIZATIONAL STRUCTURE**

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EXAMINATION OF  
ORGANIZATIONAL STRUCTURE  
OFFICE OF SECURITY

1. The organizational structure of the Office of Security is reflected by the organizational chart attached next following.
2. One major organizational change was made during 1958. This was the consolidation of the Overt and Covert Security Files into one component and establishing it as the Security Records Division under the supervision of the Deputy Director for Investigations and Operational Support. The creation of this Division eliminated the Records Section in the Personnel Security Division and the Correspondents and Records Branch in the Security Support Division. Since some of the functions of the old Correspondents and Records Branch were concerned with other than security records, these responsibilities with other responsibilities, were assumed by a new component designated as "Coordination and Review" which reports directly to the Deputy Director for Investigations and Operational Support.
3. Another change of a minor nature was delegation from the Director of Security to the Deputy Director of Personnel and Physical Support of direct supervisory responsibility for the Foreign Support Staff.

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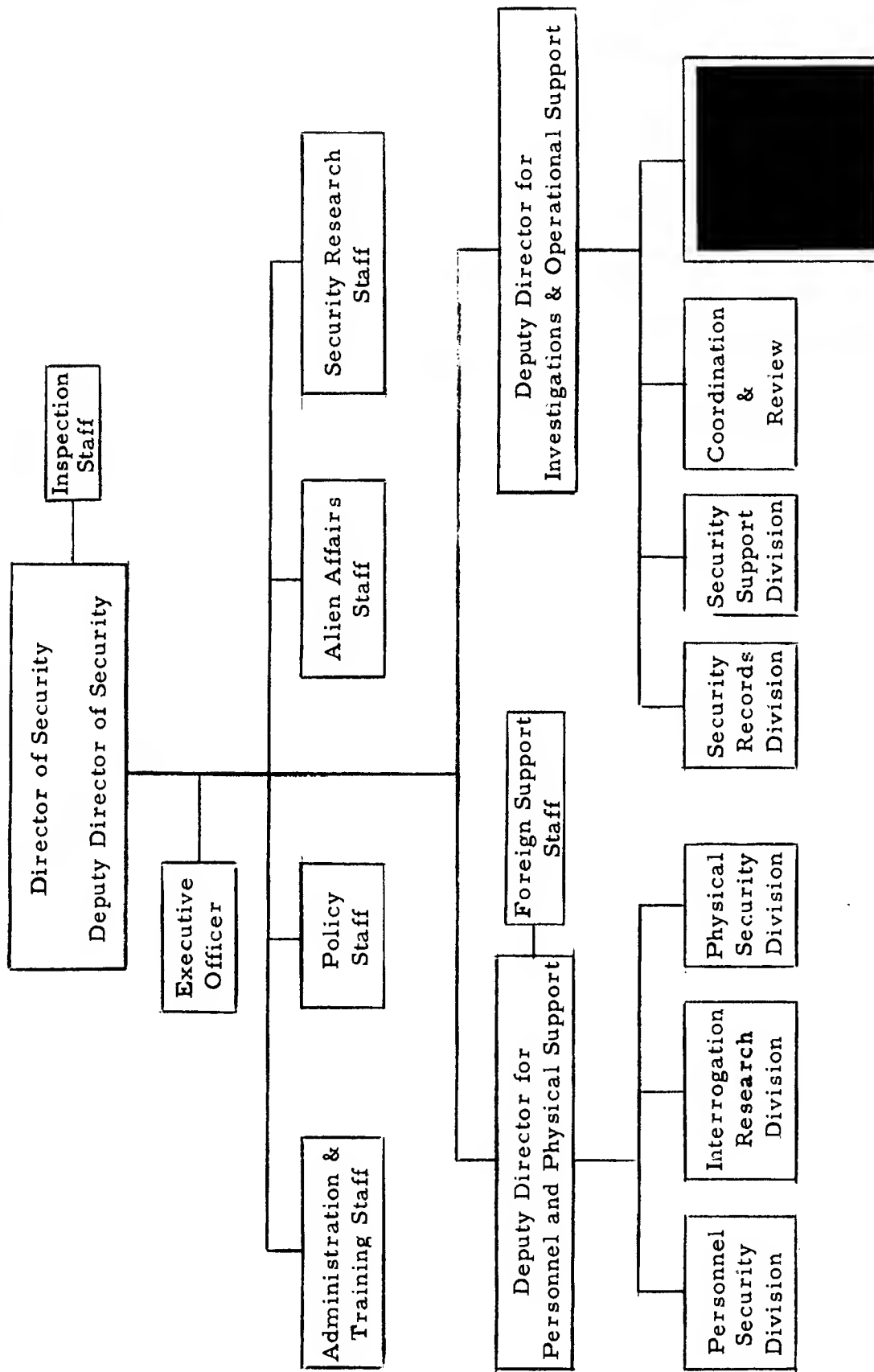


5. All of the changes described above in the organizational structure of the Office were made in the interest of greater efficiency, security, or better administration. No other changes in organization are planned at this time.

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OFFICE OF SECURITY



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**OFFICE OF SECURITY**  
**ACTIVITIES, FUNCTIONS, PROJECTS AND PROCEDURES**

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OFFICE OF SECURITY

ANALYSIS OF ACTIVITIES, FUNCTIONS, PROJECTS AND PROCEDURES

GENERAL

1. Reference is made to the memorandum of the Director of Security dated 31 December 1958, to the Deputy Director (Support), subject: "Reduction of Personnel and Expenditures for FY 1959 and FY 1960". This presents, in addition to budget requirements, a statement of man power usage and a proposed plan for reduction of personnel during the fiscal years concerned. It apportioned the personnel strength and cost of operation of this office to its various functions. In that report the position was taken, and is still maintained, that the functions of this office do not lend themselves to listing on a priority basis. The Deputy Director (Support) approved the report as a planning paper and he has stated that he considered it, and his personnel review of the Office of Security in connection therewith, as satisfying the requirements of Item 1a, b, and c of Reference (a).

2. However, the Deputy Director (Support) in Reference (b) directed that exhaustive study of our office should be continued to insure that the provisions of Reference (a) are fully carried out. In consonance therewith, the activities, functions, projects and procedures of the Office of Security have been closely reviewed and documented in considerable detail. This section of the report deals with the activities, functions, projects and procedures of the office as carried out by its major components and their subdivisions.

3. The personnel strength of the Office of Security as of 28 February 1958, is reflected by the following table showing personnel allocations to the various components of the office. The T/O shown includes pending adjustments requested in the D/S memoranda to Chief, Management Staff dated 9 October 1958 and 20 February 1959.

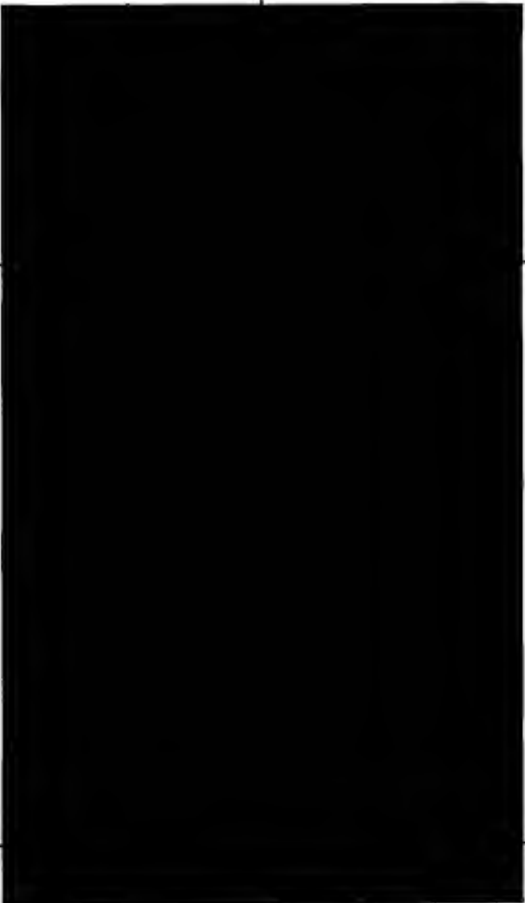

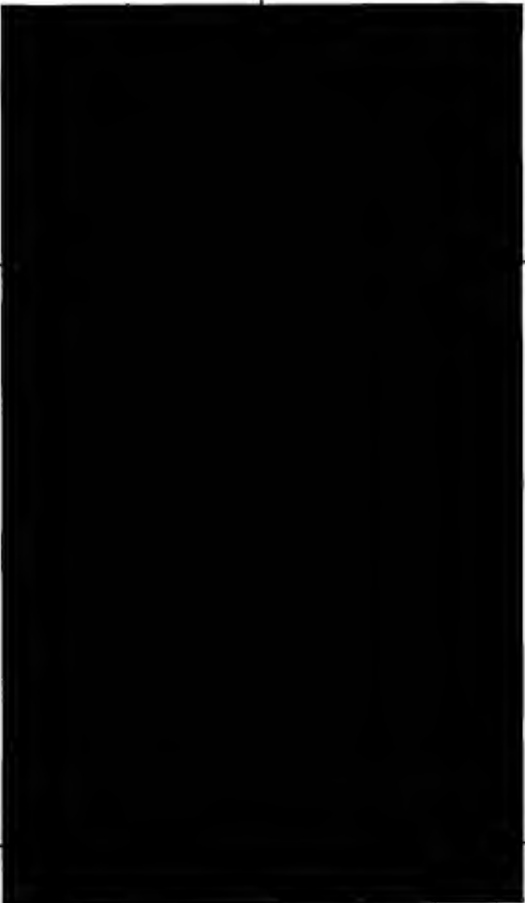

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## OFFICE OF SECURITY

Personnel Re-cap - 28 February 1959

Component	T/O		On Duty		In Training Full Time	
	Prof.	Clr.	Prof.	Clr.	Prof.	Name
Director of Security A&TS						25X1A9a
Alien Affairs Staff					1	
Policy Staff					1	
Security Research Staff					1	
Inspection Staff						
Foreign Support Staff						
Total Staff					3	
DD/P&PS						
Personnel Security Div.					1	
Clearance Branch						
EAB					1	
IRD						
Physical Security Div.						
 25X1A2g						
New Building Unit						
Technical Branch						
Survey Branch						
Building Security Br.					1	
Receptionists						
Total PPS					3	




25X9A2

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Component	T/O		On Duty		In Training Full Time	
	Prof.	Cler.	Prof.	Cler.	Prof.	Name
DD/IOS						25X1A9a
Security Support Div.						
 25X1A13c						
Correspondence & Recs.Br.					1	
Investigation Branch					2	
Support Branch					1	
Security Records Div.						
Total IOS - Hdqs.					4	
					1	
25X1A6a					1	
					2	
Out Casual					1	
					1	
Total Professional & Clerical					14	
Total All Personnel					14	
GRAND TOTAL						

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<u>Activity (Cont'd)</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>
Safe combinations changed	5,869	8,151	6,245
Visitors badges issued	106,967	101,053	91,959
Armed escort of classified material within the United States	113	91	81
Requests for CIA record checks received from other agencies	25,720	30,911	29,410
Security files reviewed in response to other agency requests	1,828	1,699	1,961
Employees interviews (Returnees, Resignees, Official Travelers and Special)	6,985	7,487	6,757
Employees' transfer and reassignment actions reviewed	4,459	6,209	5,680
Requests for liaison contacts with other agencies	7,904	7,838	9,203
Employees' requests for approval of outside activities (outside instruction, travel, publications, miscellaneous)	4,480	4,645	6,163

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5. The discussion of activities, functions, projects and procedures herein is divided as follows:

INVESTIGATIONS AND OPERATIONAL SUPPORT

Security Support Division

Coordination and Review



Security Records Division

PERSONNEL AND PHYSICAL SUPPORT

Personnel Security Division

Interrogation Research Division

Physical Security Division

Foreign Support Staff

THE STAFFS

Administration and Training Staff

Alien Affairs Staff

Inspection Staff

Policy Staff

Security Research Staff

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**SECRET**

**INVESTIGATIONS  
AND  
OPERATIONAL SUPPORT**

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INVESTIGATIONS & OPERATIONAL SUPPORT

GENERAL

25X1A The Deputy Director for Investigations and Operational Support in performing his mission of assisting the Director of Security in the security program, insofar as it relates to investigations [REDACTED]

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[REDACTED] acts for the Director of Security in directing the activities of the following components of the Office of Security:

Security Support Division

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[REDACTED]  
Security Records Division

The immediate staff of the DD(IOS) consists of two professionals and two clericals (the Deputy Director, his assistant and two secretaries).

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**SECURITY SUPPORT  
DIVISION**

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**SECURITY SUPPORT DIVISION**

The Security Support Division, composed of an Investigations Branch and a Support Branch, is headed by a chief (GS-15), a deputy (GS-14), two special assistants (GS-14 and GS-13), and three clerical employees. The Division is charged with the responsibility of directing and supervising [REDACTED] processing the investigative cases and evaluating and arriving at security determinations with regard to the use of covert applicants, and processing and supervising [REDACTED] activities.

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The Division is staffed as follows:

	<u>Authorized</u>	<u>On Duty</u>	
	Prof. - Cler.	Prof. - Cler.	25X9
Division Chief	[REDACTED]		
Investigations Branch			
Support Branch			
Total			

**Caliber of Professional Personnel**

Professional personnel assigned to SSD other than Branch and Division officials, are referred to as "Supervisors". This descriptive term is used to indicate they supervise the conduct of field investigations. These employees meet the same high standards as Agents [REDACTED] college degree and prior investigative experience. All supervisors have had experience in the conduct of investigations [REDACTED] and were selected for assignment to SSD on the basis of potential evidenced during their service in the field.

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Turnover of Personnel


Historically, the turnover of professional personnel in the SSD has been high. During 1958, for example, 26 supervisors transferred out of SSD and 29 professional employees transferred into the Division. This activity in the movement of professional personnel affected over 50% of the professional staff of the Division. The transfers are shown in detail below:

Professional Transfers IN to SSD during 1958

<u>Number</u>	<u>Transferred From</u>
23	
4	Overseas Returnees
1	A&TS
<u>1</u>	DCI Security Staff
29	

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Professional Transfers OUT of SSD during 1958

<u>Number</u>	<u>Transferred To</u>
14	Overseas Training
3	
2	A&TS
1	Physical Security Div/OS
1	SRS/OS
1	Area S. O.
1	DCI Security Staff
1	J. O. T. /OTR
<u>2</u>	Resigned
26	

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Training

In view of the high rate of turnover of the supervisory personnel of the Division, considerable emphasis, of necessity, is placed on training the numerous Agents transferring into the SSD. Periodically, a series of seminars are held for new supervisors wherein discussions are had with regard to the policies and procedures of the Office of Security and other components of CIA. In addition, a "supervisors' manual" is available which contains in detail the responsibilities of the supervisors on the various desks. In addition, personnel are scheduled for various Agency training courses which will benefit them in their assignment, e. g., effective speaking, effective writing, management, basic supervision, CI familiarization and IOC.

Review of the Effectiveness of the Security Support Division (SSD)

Workload

The workload of the Division during the year 1958 and continuing to the current date has been extremely heavy. Casewise, the total number of clearance type cases and name checks processed by SSD during 1958 decreased somewhat when compared with the number processed during 1957. In the operational support area, however, the case load increased.

In addition to the volume of cases, however, a considerable increase has been noted in the amount of time being spent on particular matters. In the Cover Support, CI and support to the [REDACTED] (DD/P),\* during 1958 a substantial increase was observed in the amount of time required to handle individual matters. This increase in time was due to the fact that security problems being referred to the supervisors are in many instances becoming more complex and in addition, new and more varied types of assistance are being solicited of the Division.

Manpower - Professional

During 1958, the professional staff assigned to the SSD closely approximated the T/O. As of the end of February 1959, the Division was three professionals over T/O. Cognizance should be taken of the high rate of turnover wherein over 50% of the staff transferred during the year.

\*Formerly known as Project AQUATONE, (Subsequent references herein to this activity will be as "Project AQUATONE")

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Office of Security policy suggests that it is desirable for men selected for certain overseas Security Officer positions to have had experience in Headquarters and in the SSD in particular. In view of this requirement and as the foregoing table indicates, several supervisors (14) of this Division entered into full time training for overseas tours during 1958. The importance of standardized procedures is emphasized by this constant movement of personnel.

Manpower - Clerical

The clerical staff has generally been the authorized number, but it has been hard pressed to keep abreast of the heavy workload. Although forms are used wherever possible, still the typing workload is extremely heavy. All clerical employees are utilized to the maximum. The Support Branch and Investigations Branch assist one another in the handling of peak clerical workload periods. In addition, the secretaries of the Division Chief and Deputy Division Chief frequently assist in typing work backlogged in the Branches. There is no question but that the clerical staff is more than sufficiently employed.

On-Duty Strength by Grades

The on-duty strength of the Security Support Division grade-wise by Branches is as follows:

	<u>Investigations Branch</u>		<u>Support Branch</u>
			
	GS-14		GS-14
	- GS-13		GS-13
25X9	GS-12	25X9	GS-12
	GS-11		GS-11
	Clerical		Clerical

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INVESTIGATIONS BRANCH

The mission of the Investigations Branch is, from the Headquarters level, to direct the conduct of all investigations initiated by the Division for clearance purposes. The Branch also evaluates the results of these investigations in covert cases and arrives at a security determination with regard to the proposed use.

The functions of this Branch are to:

Supervise the conduct of field investigations of all types of personnel of interest to the Agency, insuring the utilization of appropriate and consistent cover.

Evaluate pertinent information regarding persons of covert interest to the Agency, and either approve or recommend disapproval of their use.

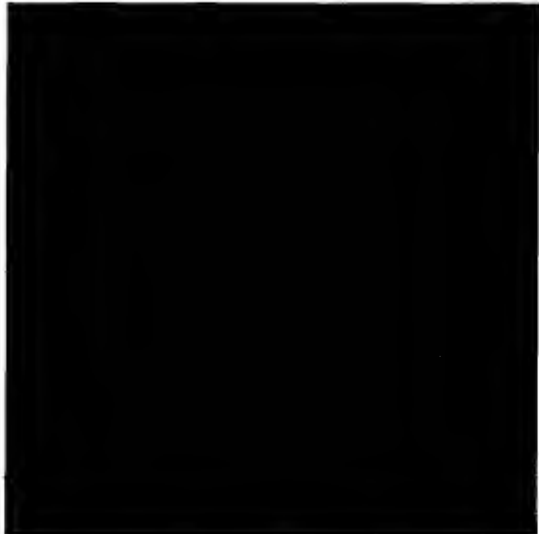

Conduct continual research of organizations and personalities for reference in evaluating requests for covert clearances or approvals.

Supervise the conduct of name checks in other government agencies for the purpose of obtaining information.

Give security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions, and the implementation, operation and control of covert projects.

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The Investigations Branch is composed of five desks in addition to the Office of the Branch Chief. The following table identifies the desks and sets forth the authorized and assigned personnel strength as of 28 February 1959.

		<u>T/O</u>		<u>ASSIGNED</u>	
		<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>
	Branch Chief				
	European Desk (IB/1)				
	Far East Desk (IB/2)				
be	Western Hemisphere Desk (IB/3)				
ve	AQUATONE Unit (IB/3)				
34	 Desk (IB/4)				
25X1A	Open Desk (IB/5)				

25X9

\*On Project AQUATONE T/O

### Covert Desks

Desks IB/1 through IB/4 are referred to as Covert Desks because they process cases for the covert use of individuals. The procedures of these Desks are standardized, however, each Desk specializes in handling cases for certain components of the Agency. As indicated in their titles, Desks IB/1, IB/2 and IB/3 handle investigations of individuals who will be used in certain parts of the world. The WH Desk, IB/3, in addition to processing investigations of persons to be utilized by the WH Division, DD/P, also handles requests for covert clearances from other components of the Agency (e. g. DD/I, DD/S).

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Investigative coverage in the covert clearance field is geared to the end objective of investigating an individual concerned to the fullest extent possible. Those individuals with residence in the United States are, therefore, investigated to cover the last fifteen years of their life. Investigations of individuals not having United States residence is geared to obtaining maximum information relating to him and his country or countries of residence as the case may be. Exceptions to the above exist, of course, where the individual concerned or the utilization involved preclude normal extensive inquiries,

In addition to the above, covert clearance activities also include close and continuous follow-up of Agency project activities, service to the Agency components in the form of special studies, preparation of hand-tailored clearances to best service the divisions special requirements, and continuous availability and advice on any covert/security matter which may arise,

Open Desk

The IB/5 Desk is referred to as the Open Desk since it processes investigations on persons to be openly employed by the Agency or used under "light" cover. The requirements for the investigations and the final appraisal of the results of the inquiries are handled by the Clearance Branch, Personnel Security Division which is described later in this report.

25X1A

25X1A

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Supervisors assigned to this Desk must be aware of the investigative capabilities [REDACTED] investigative techniques, [REDACTED] and the standards established for the conduct of investigations.

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SUPPORT BRANCH

25X1A

The mission of the Support Branch is to apply the assets and capabilities of the Security Support Division [REDACTED] in fulfilling requests for operational support levied upon the Office of Security.

The functions of this Branch are to:

25X1A

[REDACTED]

Furnish security control, support and guidance to certain special and sensitive projects of the Agency, or the Office of Security,

25X1A

[REDACTED]

Control the access of covert personnel into Agency facilities.

Conduct research with respect to covert projects and clearance activities to augment the Office of Security counter intelligence effort in the covert field.

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## SECRET

The Support Branch is comprised of four desks in addition to the Office of the Branch Chief. The following table identifies the desks and indicates the authorized and assigned personnel strength as of 28 February 1959.

	<u>T/O</u>		<u>ASSIGNED</u>	
	<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>
Branch Chief	<del>25X9</del>			
Operational Support Desk (SB/1)				
Cover Support Desk (SB/2)				
Special Activities Desk (SB/3)				
Counterintelligence Desk (SB/4)				

\*One on Project AQUATONE T/O (not included in total assigned)

Operational Support Desk (SB/1)

25X9

Assigned to this Desk are [REDACTED] employees.

This Desk provides security guidance concerning support facilities available in the Office of Security and in approved instances makes the assets of the Office available in direct support of Agency operations. This operational

25X1A

[REDACTED],  
specific Agency operation. (E. g. Project PBSUCCESS, AQUATONE)

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25X1A

These support assignments usually require specialized and timely action. Specific guidance must be given to t[REDACTED] in the accomplishment of their assigned responsibilities since, due to the wide variety of techniques which could be employed, no standard rule applies to all cases. Included in the assignments handled by this Desk are such matters as Special Inquiries, Escort Program, Custodial Cases, Physical and Technical Surveillances and General Support to Specific Projects (e.g. AQUATONE).

A Special Inquiry is any investigation for other than clearance purposes and not done in direct support of a specific Agency operation. This type assignment could result from such requests, for example, as ascertaining the status of a bank account, determining the owner of a particular automobile, or developing information concerning a person or organization.

Many of the assignments handled by supervisors of this Desk are very time consuming and the supervisors are frequently called at home, at night or on weekends, with regard to a particular matter they are handling. These supervisors must be fully conversant with the capabilities [REDACTED] in order to enable them to advise representatives of various components of CIA as to whether the Office can handle a particular type of request.

25X1A

Cover Support Desk (SB/2)

Assigned to this Desk are five professional and two clerical employees.

25X1A

[REDACTED]

sites are originated by the Cover Support Desk and the results of those investigations are reviewed and recommendations made as to the suitability of these sites from a security viewpoint.

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Specific examples of the type of activities that this Desk handles are:

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Briefing personnel of the Office of Security re security cover responsibilities and/or problems.

Rendering security opinions re a wide variety of Agency cover matters.

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Monitoring the use of cover

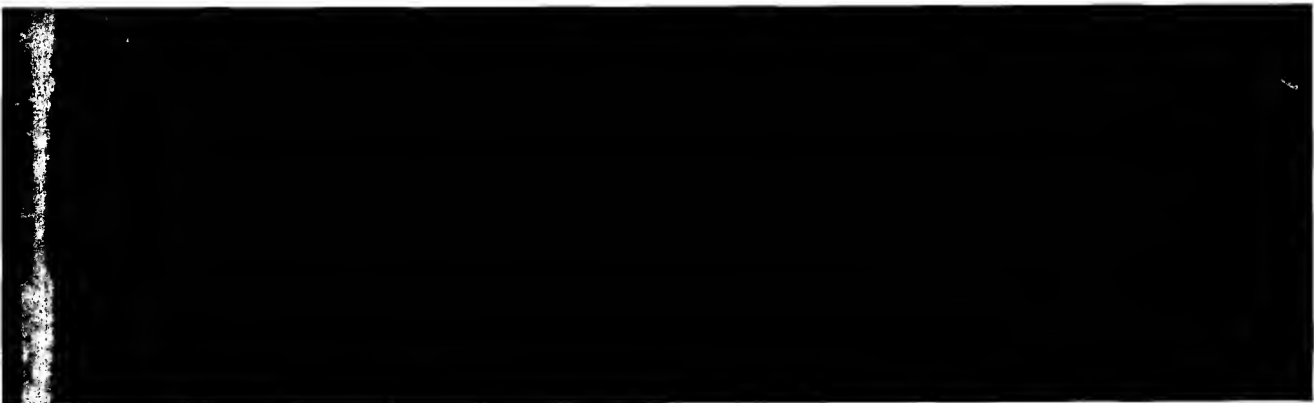


Special Activities Desk (SB/3)

25X9

Assigned to this Desk are [redacted] professional and [redacted] clerical employees.  
(One of these clerical employees is on Project AQUATONE T/O)

25X9



25X1A13c

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Special Projects

25X1A

This Desk gives immediate supervision to the security support rendered to various sensitive Agency projects to which the Office of Security has been



This Desk also has the responsibility of keeping itself abreast of the capabilities of [REDACTED] in the technical field. Close liaison is maintained with the Technical Branch, Physical Security Division, Office of Security, with regard to equipment requirements.

25X1A

The total number of assignments handled by the Desk during the past year (407) showed a considerable increase over the number (322) in the year 1957.

Counterintelligence Desk (SB/4)

25X9

Assigned to this Desk are [REDACTED] professional and [REDACTED] clerical employees.

25X9

Basically, this Desk is responsible for rendering CI support in the covert field. Matters are referred to this Desk from all other desks of the SSD, which matters would appear to be of potential CI significance. In addition, on occasion, support is requested by other components of the Office of Security and the Agency.

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When a particular matter appears to warrant further analysis, basic research is conducted including the initiation of field investigation, if appropriate. Close coordination and liaison is maintained with various components of the Office of Security, area Divisions of DD/P and CI Staff, DD/P.

Upon the accumulation of sufficient data, an analysis is prepared and if the result of this analysis is significant, the report is distributed to appropriate offices of the Agency.

During the past year, several particularly significant patterns of possible penetration of the Agency have been highlighted largely through the efforts of the staff of this Desk.

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**COORDINATION**

**AND**

**REVIEW**

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COORDINATION AND REVIEW

The responsibilities of this newly established unit deal to a large extent with the coordination of the activities [REDACTED] with the Security Support Division and the Security Records Division,

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<u>Staff</u>	<u>Authorized</u>	<u>Assigned</u>
Professional	[REDACTED]	
Clerical	[REDACTED]	

25X9

The functions of this unit are to:

25X1A

[REDACTED]

25X1A

Periodically review the geographical distribution of the investigative work load to assure the most economical and efficient location [REDACTED]

25X1A

Periodically review the operation of [REDACTED] Divisions under the DD(IOS) to assure compliance with existing regulations.

25X1A

Consolidate the production statistics of the Security Support Division [REDACTED] and prepare, on a monthly basis, analyses of these statistics.

25X1A

Maintain close liaison with the Office of Security administrative staff with regard to numerous administrative matters pertaining to [REDACTED]

Perform such other duties as directed by the DD(IOS).

The unit is comprised of two desks.

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Field Operations Desk

Assigned to this desk are three professional and 1 clerical employees.

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This desk monitors the activities of [REDACTED] on a day-to-day basis to assure that its physical and human assets are being employed in the most efficient manner possible. In this regard, the desk closely follows increases and variations of workload and recommends to the DD(IOS) assignment of personnel based upon the dictates of the geographical spread of the workload. It conducts periodic surveys of [REDACTED] workload and, based thereon, recommends to the DD(IOS) the establishment or transfer of [REDACTED]

25X1A

25X1A

It monitors the Confidential Correspondent Program and assists the [REDACTED] in recruiting seasoned investigators whose services can be employed on a contract basis, part time, to handle investigative assignments in remote areas and/or as their services are required due to an increase of the caseload.

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Numerous other matters are handled by this desk directed toward the coordination of [REDACTED] activities. Included is the responsibility of preparing directives to [REDACTED] establishing rules and standards. Along this line, periodic revisions to the Agents Manual and Headquarters Manual are handled by this unit.

Planning and Control Desk

Assigned to this desk is 1 professional and 1 clerical employee.

This desk is the control point for the receipt by units of the IOS complex of correspondence from [REDACTED] components of CIA. The routing of the correspondence to the appropriate offices is determined here. All outgoing correspondence is reviewed to assure that all necessary coordination has been effected and that the correspondence meets the approved standards. 25X1A

All personnel transferring into Headquarters from [REDACTED] and also transferees out to the Field are briefed by this desk. Similarly, all new employees destined for assignment to SSD and employees resigning from SSD are briefed at this point.

This desk maintains control on the movement of SSD personnel who are on transfer and assures that the receiving office advises the office from which a person is transferred of the timely arrival of the transferee.

As an indication of the volume of correspondence passing over this desk, during February 1959, 4643 pieces of correspondence were reviewed.



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Auxiliary Investigative Staff

25X9

In addition to the regular investigative staff as of 31 December 1958, there were [REDACTED] Confidential Correspondents, used on a part time contract basis, available as an Auxiliary Investigative arm. These correspondents are seasoned investigators (the large majority have had prior Federal Government investigative experience). They operate either under their own

25X1C4e

[REDACTED] provided by CIA. They handle assignments as needed. This program was initiated several years ago by the Director of Security to have experienced, cleared investigators available to handle emergency peak workloads and assignments in remote geographical areas. The program has proven its worth many times over, both with respect to cost savings due to their strategic location geographically (with resultant saving in travel expense) and also since it has eliminated the requirement that the regular investigative staff be expanded or contracted as the work load varied.

Caliber of Professional Personnel

The basic educational requirement for investigators (referred to as Special Agents) with the Office of Security is a college degree and, ideally, prior investigative experience. A considerable number of our investigators have more than one degree. Many have LLB Degrees. The wide variety of prior investigative experience accrues to the benefit of this organization, since varied experience factors are available for utilization in accomplishing the mission of this Agency. Included in the staff, for example, are individuals with prior experience with the U. S. Secret Service, Immigration and Naturalization Service, Counter Intelligence Corps, Federal Bureau of Investigation, Office of Naval Intelligence, various state and local police organizations, various commercial investigative companies, etc.

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Certain Senior Agents are given the responsibility of monitoring certain investigations in process to assure timely completions and comprehensive coverage.

Agents assigned to the [REDACTED] also maintain official liaison on a daily basis with other Federal agencies and collect information from their records concerning individuals or organizations of interest to CIA. 25X1A6a

25X1A Agents assigned to the [REDACTED] also review operational files of CIA to secure pertinent information regarding persons being considered for security clearances. 25X1A6a

General [REDACTED] Functions

25X9A2 [REDACTED] offices operate in quite similar fashion with variation due largely to the geographical location. The other [REDACTED] offices differ in the following respects: 25X9A2

The recently established [REDACTED], is engaged exclusively with personnel investigation concerned with a Project AQUATONE contract. 25X1A6a

25X1A6a The [REDACTED] in addition to the normal field investigative work, also conducts name checks at the various other Federal Agencies in the Washington, D. C., area where repositories of investigative or security information are maintained.

25X1A6a The [REDACTED] in that the preponderance of overseas and domestic escort and courier missions are performed by its personnel. Since at times the staff of the [REDACTED] is hard pressed to handle the volume of such assignments, a group of [REDACTED] investigators is also processed and available for these escort assignments. 25X1A6a

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The turnover of professional personnel was heavy--over one third of the staff (59 Agents) transferred OUT during 1958. These men were transferred largely to satisfy requirements in other parts of the Security Office and to overseas assignments. Three (3) young men were selected for the Junior Officer Training (JOT) Program and four (4) resignations were accepted.

25X1A

Professional Transfers OUT [REDACTED] during 1958

<u>Transferred to</u>	<u>Number</u>
SSD/OS	23
PSD/OS	5
Physical Security Division/OS	2
IRD/OS	1
SRD/OS	6
FSS/OS	1
Area S. O's	2
Overseas	11
J. O. T. /OTR	3
DD/P	1
Resigned	<u>4</u>
Total	59

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Offsetting, to a certain extent, these transfers out were 42 transfers IN to the field offices during 1958. This group was comprised largely of returnees from a tour of duty with Project AQUATONE (30). Upon the completion of that tour, these young men were all processed through the Intelligence Orientation Course (4 weeks) and the Office of Security Agents Training Course (3 weeks) prior to their assignment [REDACTED]. The number of returnees to the [REDACTED] offices was 17 less than the number transferred out.

25X1A14a

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It is significant to note that no new Agents were recruited during 1958.

25X1A

Professional Transfers TO [REDACTED] during 1958

<u>Transferred from</u>	<u>Number</u>	
Overseas (30 from Aquatone)	33	
DCI Security Staff	5	
New Agent (recruited late 1957 - after training transferred to [REDACTED] in 1958)	1	25X1A
SSD/OS	2	
PSD/OS	1	
Total	<u>42</u>	

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Manpower-Clerical

25X9

25X9 As stated before, the clerical staff generally approximated the  
25X1A authorized T/Q of 81 during 1958. Of these [REDACTED] employees, over  
25X1A one third [REDACTED] are assigned to [REDACTED]  
25X1A [REDACTED], which office processes the results of National Agency Name  
25X1A Checks. The remaining 51 clerical employees are distributed among  
the other [REDACTED] offices. These include Chief Clerks, Stenographers,  
Clerk-Typists and Couriers. The senior clerical employee in the  
[REDACTED] office is the Chief Clerk, GS-7.

25X1A6a In certain geographical areas, more difficulty was encountered  
in keeping the clerical staff at full strength due to the problems  
encountered in recruiting [REDACTED]  
[REDACTED] 25X1A6a

25X1A6a Uniformly, the clerical force is fully occupied keeping up  
with the current caseload and, in addition, there is a considerable  
backlog in certain offices of untyped reports. Certain cases in  
which the entire investigation was favorable were closed by  
submitting a summary of the results of the investigations to  
Headquarters. The complete reports, however, still must be  
typed. In the [REDACTED] for example, at the beginning of 1958, over  
1,000 cases were in this category. This number was reduced  
over 300 cases during 1958.

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Allocation of Clerical Personnel by Functions (1958)

	Chief Clerks (GS-7's)	9	
25X1A2g	Project [REDACTED]	1	
	Supervisor of Stenographers [REDACTED]	1	25X1A6a
	Processing Results of Review of Checks of Records of other Agencies [REDACTED]	19	25X1A6a
	Taking Dictation and Transcribing Reports on Results of Investigations	<u>51</u>	
	Total Authorized	81	

2g

The Chief Clerk is responsible for the supervision of stenographers in all offices except [REDACTED] where, due to the size of the staff, a separate supervisor of stenos is authorized. Also, the Chief Clerk is the administrative assistant to the Agent in Charge and prepares required reports and performs tasks incidental to the operation of [REDACTED]

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**SECURITY RECORDS DIVISION**

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**SECRET****SECURITY RECORDS DIVISION**

The recently established Security Records Division, composed of an Operations Branch, Records Branch, and Research and Analysis Branch is headed by a Chief (GS-14), a Deputy (GS-13), a Special Assistant (GS-12), and one clerical (GS-5). The Division is charged with the responsibility of providing current and long range operating support for the Office of Security mission by the effective development, management, utilization and protection of security records, and by the provision of records research and analysis services.

**Staffing**

The Division is staffed as follows:

	<u>Authorized*</u>		<u>On Duty</u>	
	<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>
Division Chief				
Operations Branch				
Records Branch				
Research and Analysis Branch				
Total				

25X9

\*Authorization Pending.

25X9

**SECRET**

The proposed Table of Organization calls for sixteen professional personnel and fifty-two clerical personnel in the Division. At the present time the actual personnel assigned to this Division are [REDACTED] professional and [REDACTED] clerical. The professional vacancy exists in the Research and Analysis Branch, specifically a Security Research Analyst, GS-11 slot. It is anticipated that this slot will be filled within the next month.

25X9

Prior to the establishment of the Security Records Division in the Office of Security there had been two separate records operations; one called the Covert Records Section which handled all covert files and indices and the other known as the Overt Records Section which handled all overt files and indices. The proposed Table of Organization for the Security Records Division presupposes the complete consolidation of these two records systems into a single uniform system. The work of this consolidation is mentioned hereinafter under "Special Projects".

FunctionsOffice of the Chief, SRD

The Division Chief and Deputy with grades as indicated on page 35, are responsible for carrying out the mission of the Division. The Special Assistant, in addition to other duties, is the Records Management Officer for the Office of Security. He is responsible for the Records Management Program including reports management, correspondence management, forms management, records systems and file standards, vital materials, records disposition and records equipment control and file space utilization. The Special Assistant also performs certain liaison duties in the general field of Records Management.

Operations Branch

The Chief, Operations Branch, GS-12, (Secretary - GS-5), supervises the activities of three Sections within this Branch as follows:

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The Processing Section is comprised of a Chief, GS-11 (professional), two investigators, GS-9 (professional), and eleven security clerk-typists, GS-4 through GS-6. It initiates investigative and security action on all overt and covert clearance requests; determines the type and extent of biographic information to be included on biographic data material which will ultimately be disseminated to other government agencies; determines the extent of indices searches to be conducted on any given case; keeps a running record of investigative data in the form of a case record card denoting all investigative and security actions taken in each case either overt or covert; verifies that all necessary action has been taken in the processing of a case within the Division; conducts liaison with requestors as required; types biographical data mats in connection with each clearance action request; and types new index cards.

25X9

The Indices Section is comprised of a Chief, GS-9 (clerical), and [redacted] security clerks, GS-4 through GS-7. It searches the indices to determine the existence of pertinent security information in each clearance action request; files new index cards into the indices; conducts searches of the indices on specific request not necessarily related to clearance actions; notes results of indices searches on search sheet forms; and consolidates indices cards referring to the same individual.

25X9

The Communications Section is comprised of a Chief, GS-8 (clerical), [redacted] security clerks, GS-5 through GS-7, [redacted] couriers, GS-5 and a telegraph-typewriter operator, GS-5. It serves as the centralized place where mail sent to the Office of Security is opened, reviewed, controlled and routed; operates the investigative communications network between Headquarters and the [redacted] Office of Security; serves as the centralized point within the Office of Security for the collection, routing and distribution of all written material on regularly scheduled and special courier runs; conducts courier runs

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between Headquarters and [REDACTED] on a regularly scheduled basis; and reproduces certain extra-sensitive security materials which are considered too sensitive to be reproduced elsewhere in the Agency.

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**Records Branch**

The Chief, Records Branch, GS-12/11, (Secretary - GS-5), supervises the functions of two Sections within his Branch as follows:

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The Topical Files Section is composed of a Chief, GS-8 (clerical), and [REDACTED] security clerks, GS-7 and GS-4. It serves as a control mechanism for the control of Top Secret information received or sent by the Office of Security; maintains Top Secret information for all components of the Office of Security; serves as a control mechanism and maintains upon request extra-sensitive security materials; operates the system which categorizes security information of a topical nature to assure that it is correctly grouped, numbered and filed; controls the release of such information only to authorized security personnel; and operates and maintains the Office of Security Research Library which contains materials used as reference aids by all Office of Security professional personnel in the conduct of their daily activities.

The Case Files Section is composed of a Chief, GS-8 (clerical), a control officer, GS-7, and [REDACTED] security clerks, GS-4 through GS-5. It maintains all security case files, both overt and covert, on individuals, organizations, projects, etc. of interest to the Office of Security. These case files are maintained in several groups:

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Group 1 - Security case files on all present or former staff employees as well as all other individuals who have ever been considered for staff employment by the Agency.

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Research and Analysis Branch

25X9 The Chief, GS-13, (secretary - GS-5), supervises the efforts of security research analysts, GS-9 through GS-12 (professionals), and a clerk-stenographer, GS-5.

This Branch, through the use of professional investigators trained in research and analysis, analyzes all security and investigative information contained in security files; determines the relevancy of such information to cases being processed and prepares summaries of information; prepares specialized studies on organizations or individuals upon request from any component of the Office of Security; by continuous review of security files develops and collates information relating to the modus operandi of the Communist Party and other subversive groups or by foreign intelligence services in attempting to penetrate this Agency; conducts daily review of publications to locate and recognize information of special security significance; and conducts upon request specialized studies of information contained in security files pertaining to individuals, groups or organizations of CI or CE interest to the Office of Security.

Special Projects

In addition to the normal functions set forth above concerning the complete records processing of all overt and covert clearance action requests as well as handling all special requests for information from security records, the Security Records Division is engaged at the present time in a special project which will improve the efficiency of the overall records operation in the Office of Security. This project is the consolidation and unification of the various sets of security indices into a master index system which will service all components.

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Office of Security Directive 59-2 dated 12 March 1959 has set forth the uniform system to be followed throughout the Office of Security in indexing and searching material, which system will be placed into effect on 1 April 1959. In order to accomplish our goal of a uniform indices, it will be necessary to retype and set up according to the recently approved system over one million current index cards. In terms of work requirements, we estimate that this project would require the full time services of seven typists for a period of two years.

This project is deemed necessary at this time in view of the vital importance of operating an index system which will effectively serve our needs in the Office of Security in the future on a permanent basis.

Another special project in the integration of the Office of Security records systems is the establishment of uniform records management systems in all components of the Office of Security. Entailed in this project will be the establishment of a standardized and centralized numbering system for all security files and records.

A third special project will be the purging of duplicate and extraneous material from our security files. This project will be accomplished as time permits and will be placed on a relatively low priority.

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PERSONNEL & PHYSICAL  
SUPPORT

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PERSONNEL & PHYSICAL SUPPORT

GENERAL

The Deputy Director for Personnel and Physical Support in performing his mission of assisting the Director of Security in the security program, insofar as it relates to personnel and physical security and safety and fire prevention, acts for the Director of Security in directing the activities of the following components of the Office of Security:

Personnel Security Division

Interrogation Research Division

Physical Security Division

Foreign Support Staff

The immediate staff of the DD(PPS) consists of two professionals and one clerical (the Deputy Director, his Assistant and one secretary).

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The DD(PPS) is responsible for the technical guidance and support of Area Professional Security Officers in other components of the Agency at headquarters and 5 assigned to [REDACTED]

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**SECRET**

**PERSONNEL SECURITY  
DIVISION**

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PERSONNEL SECURITY DIVISION

Staffing and Functions

The Personnel Security Division, composed of a Clearance Branch and an Employees Activity Branch, is headed by a Chief (GS-15), a Deputy (GS-14), a Special Assistant (GS-13), a Research Assistant (GS-13), and two clerical employees. The T/O calls for an additional (GS-13) Research Assistant and two more clerks which positions are unfilled at this time. The Division is charged with the responsibility of insuring, through evaluation of available information, the security acceptability of persons employed by, or associated with the Agency in an overt or semi covert capacity; and with maintaining controls from a security standpoint of certain personal outside activities and official actions of Agency employees.

1a. The Division is staffed as follows:

	<u>Authorized</u>		<u>On Duty</u>	
	<u>Prof.</u>	<u>Cler.</u>	<u>Prof.</u>	<u>Cler.</u>
1c. Division Chief				
1d. Clearance Branch				
1e. Employees Activity Branch				
1f. Total				

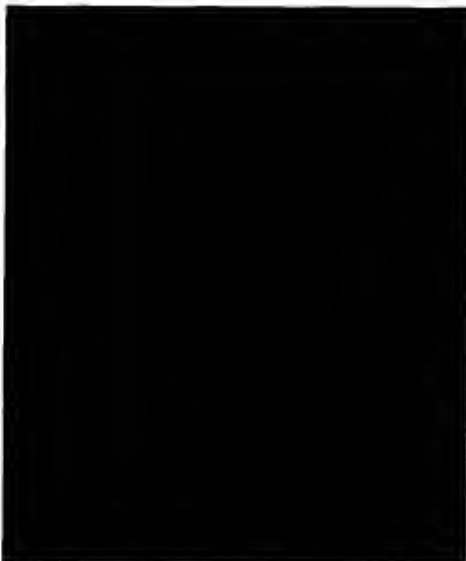
25X9

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## SECRET

THE CLEARANCE BRANCHOrganization

The Clearance Branch has a T/O of 23 professional employees and 12 clerical employees. It is divided into two sections, the Requirements Section and the Appraisal Section. The breakdown of personnel on duty in grades is as follows:

	<u>Prof.</u>	<u>Cler.</u>
Chief, Clearance Branch		
Requirements Section		
Appraisal Section		
Total		
Caliber of Professional Personnel		

25X9

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The basic requirements in the Clearance Branch for professional employees generally call for a college degree and prior investigative experience. A large percentage of the professional employees have investigative experience either with some other Government Agency prior to employment by CIA or [REDACTED] the Security Support Division. A number have more than one college degree, including LLB degrees. With this background, the professional employee of the Branch

\* One vacancy.



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is better equipped to undergo extensive training in courses offered by the Agency and to perform his daily tasks with a greater degree of efficiency requiring individual initiative, diligent research, fair and impartial review of reports, and clear and concise presentation of his work to higher officials of the Branch and the Office of Security. The professional employees are the technicians in matters of an overt or semi-covert nature and through experience and training have been indoctrinated in the fundamentals of Communism, security policies and procedures.

Primary Functions and Responsibilities

The primary functions of the Branch are to:

Prescribe investigative requirements for personnel to be employed by, assigned to, or associated with the Agency in an overt or semi-covert capacity.

Review, appraise and evaluate information regarding such personnel, and either approve or recommend disapproval from a security standpoint the employment or utilization of such personnel.

Review and approve or recommend disapproval from a security standpoint, changes in assignments of personnel between major components of the Agency or between Headquarters and overseas.

Serve as the liaison point in the Office of Security between CIA and AEC on all matters pertaining to obtaining "Q" clearances for Agency personnel.

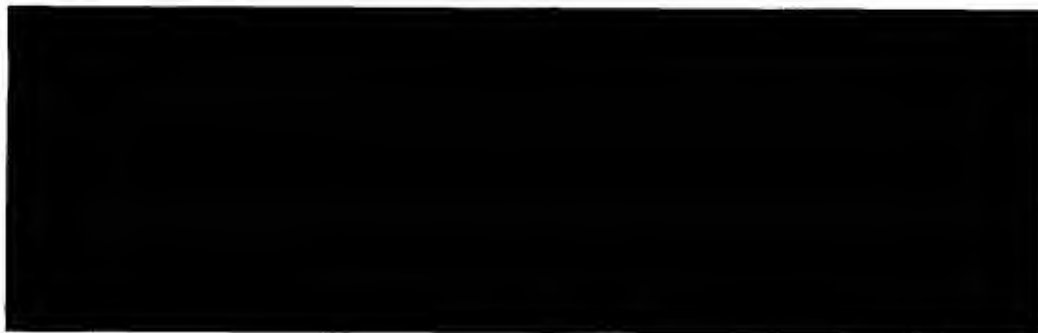
Review and approve or recommend disapproval from a security standpoint requests for internal clearances, such as Special Intelligence, Cryptographic, [REDACTED] and Top Secret Control Officer assignments.

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25X1C4a

Handle clearance matters for special projects such as the New Building Program, Civilian Standby Reserve Program, Military Reservist Program and activities of a similar nature.

Maintain liaison with other Government Agencies and with Agency components outside the Office of Security in personnel security matters.

To summarize, the Branch is engaged in five broad areas:

Employment Clearances - Staff employees, contract employees, consultants, independent contractors, military assignees, GSA guards, GSA char force and maintenance personnel, reserve programs both civilian and military, and contractor's personnel for new building.

Employee Security - Briefings, interviews and interrogations; alien marriage cases; reinvestigations; EO 10450 cases.

Control Clearances - Reassignments and Transfers, Official Travel, Special Intelligence, Cryptographic, Top Secret Control Officer, "Q", [REDACTED] etc.

25X1A2g

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Should serious derogatory information be developed which comes within the purview of E. O. 10450 as a result of the review of the employee's file, re-investigation or otherwise, the case is submitted, if removal action is warranted either on the grounds of loyalty or suitability, to the Director of Central Intelligence. The processing of an E. O. 10450 case is discussed in more detail later herein.

Other Clearances

All requests for security clearances for persons to be employed by the Agency and/or used in any overt or semi-covert capacity are received in the Requirements Section. Applicant cases are routed to this section from the Security Research Division (SRD), furnishing information developed from a review of Office of Security indices and with files and related data attached. The various types of cases in the category referred to as applicant type are as follows: Staff Employees, Consultants, Type "A", Junior Officer Trainee applicants, GSA Guards, Char Force, [REDACTED], [REDACTED], [REDACTED] affiliates and others. STATSPEC

Provisional and invitational clearances are prepared in the Requirements Section. Consideration is given to foreign connections of applications and to available security information and appropriate memoranda are prepared with recommendations as to disapproval or continuance of the case and forwarded to the Chief, Clearance Branch. STATSPEC

The granting of ad hoc and pre-contract clearances is also a function of the Requirements Section. Such requests are for SECRET or CONFIDENTIAL clearances. It is frequently necessary to check the security records of other government agencies for positive security information on which to base action. 25X1A

Appropriate investigations are set up on persons to be used by the Agency as [REDACTED] technical advisors, employees of contracting concerns performing services for the Agency, independent contractors, new building construction employees and others. 25X1A

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It is necessary to coordinate with the Security Support Division when some overt interest may be in conflict with the use of an individual of interest to another component of the Agency. This requires conferences with other Office of Security personnel and the coordination of the records in both files.

There are special projects which develop from time to time. [REDACTED] were processed under special procedures set up for the particular project. This project has been completed. At the present time there is a New Building project. Construction employees are being checked out under special procedures. A preliminary special FBI check is now required on all AI cases.

25X1A2g

Special clearances include SI, Crypto, [REDACTED], State Certifications, "Q", and TSCO.

25X1A2g

Processing an E. O. 10450 Case

The processing of E. O. 10450 cases and complex employee actions leading to E. O. 10450 proceedings requires a minimum of two to three weeks and, in some instances, considerable more time covering a period of months. Completion of the processing for appraisal purposes commences, as a rule, when the final investigative results have been returned. The basis for the lengthy time requirements on such cases may be attributed to the quasi-legal nature of the document which demands that the evidence therein be clearly and accurately organized and supported.

Attributing to the processing time are a number of factors or steps. Preliminary actions include:

The conducting of supplemental research, necessitating in some instances the use of Agency library facilities and the facilities of other Agency components.

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Extracting from investigative reports names to be checked against Office of Security Indices, and other Agency records.

Culling from these checks pertinent files and research material to be reviewed.

Isolating from these files and material that evidence germane to the issues in the case.

Scheduling National Agency checks, and other such action as may be required to exhaust all sources of evidence or explore unresolved leads.

Reviewing the results of the check to determine whether further preliminary action, including interviewing and polygraphing of Subject, may be required.

Coordinating with other Office of Security components participating in the case to determine whether all areas of security interest have been covered.

Presentation of the accumulated evidence and background data which necessitates detailed study for its organization.

The resulting summary which is a product refined to the best of the appraiser's ability but which does not reflect the full scope of the work performed in view of the deletion of extensive extraneous material.

The above includes only that phase of E. O. 10450 proceedings regarding the preparation of the summary. Not discussed are those phases pertaining to the preparation of additional memoranda and letter to the DCI representing the collective view of the Office of Security and the Office of the General Counsel in the case, and attendance at Employment Review Board hearings, including such duties as the Senior Advisor may assign.

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Review of the Effectiveness of the Clearance Branch

The workload handled by the Branch during 1958 stayed at a relatively high level. The average time for appraisal of T/O staff applicant type cases was a little higher in 1958 as compared to 1957, but the overall processing time was reduced by a decrease in investigative time. While there has been a drop in T/O staff applicant type cases in 1958 as compared to 1957, because of reduced clerical recruiting by the Office of Personnel, the processing of other applicant type cases increased in 1958.

It is estimated that the Branch handled at least 50,000 actions this past year which would average approximately 2,272 actions per professional employee for the year.

The backlog of cases in the Appraisal Section has averaged between 750 and 1000 for the past 12 months. Overtime is no longer authorized, and every effort is being made by all concerned to reduce this workload as much as possible. However, it is anticipated that this backlog will increase within the next few months in view of the summer recruitment program. Every professional employee is operating under a heavy workload and it is felt that this pressure cannot be continued indefinitely.

From an overall point of view, the Branch has been effective in the performance of its duties.

Manpower - Professional

The Branch was understaffed, professionally for the most part, during the year 1958. The Appraisal Section at various times during the year had several vacancies that needed staffing. Although in early 1958, the Management Staff approved the transfer of two slots from the SSD pool to the Appraisal Section, this action did not promptly take up the slack in the backlog of work. Much time often elapsed before employees reported for duty.

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The turnover of professional employees was heavy - four experienced security research analysts were transferred to the Security Records Division on 13 October 1958. During 1958 and 1959 (Jan.) seven new professional employees reported for duty, one from overseas and the remainder from Security Support Division offices. One other professional employee was assigned from SSD to the Clearance Branch but shortly thereafter was reassigned to Security Records Division.

Manpower - Clerical

The constant movement of clerical employees because of maternity leave, reassignments, and resignations has placed an undue burden on the supervisors to train new employees. By the time training has been completed, there is a call from other areas for the employee. During 1958 it has been difficult to maintain the Branch at its authorized strength.

Training of Personnel

In order to maintain skills required in the performance of duties, both clerical and professional employees attended various training courses. These courses included General Refresher Courses (Typing and Stenography), Intelligence Orientation Course, Polygraph training, Management and Security Audio-Countermeasures Course. Several of the professional employees undertook language training courses after hours, utilizing Agency facilities. With the turnover of personnel as noted above, on-the-job training is conducted by each supervisor.



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EMPLOYEE ACTIVITY BRANCH

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The Employee Activity Branch, headed by a GS-14, with one GS-13, [REDACTED] GS-12 and one GS-11 professional employees and [REDACTED] clericals, is responsible for the control from a security standpoint of certain personal outside activities and official actions of Agency employees. In performing this mission, the Branch is divided into four sections with responsibilities, functions and procedures as follows:

25X9

The Outside Activity Section with [REDACTED] professionals and one clerical is responsible for the following:

25X9

It monitors outside activities of CIA employees which might reasonably be construed to affect the security of the Agency directly or indirectly. These activities include but are not limited to private unofficial foreign travel, speeches and publications, part-time employment, activities where publicity may ensue, questionnaires and applications requiring disclosure of employment, association or contact with representatives of foreign governments, court proceedings, preparation of affidavits and attendance at educational institutions. The monitoring consists of a review of the individual's security file, research on the proposed activity, coordination with other interested offices, and appropriate instruction and guidance to the employee to assure protection of classified CIA information, methods and sources and to avoid publicity and embarrassment for either the Agency or the employee.

It also monitors the foreign visitors program with respect to foreign nationals having access to CIA Headquarters buildings. The monitoring includes a security indices search on each foreign visitor, review of available security information, coordination with interested offices, briefing of the case officer, and authorization of special privilege passes for high ranking foreign visitors.

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The workload of this section was 4,337 cases in 1957, and 4,560 cases in 1958.

The Liaison Section with [REDACTED] professionals and one clerical is responsible for:

25X9

Controlling the level of oral disclosure of CIA information to accredited representatives of other U. S. Government agencies; authorizing issuance of limited passes to such representatives; and authorizing the attendance of employees of other U. S. Government agencies to Agency lectures, presentations, exhibits etc. In controlling oral disclosures between Agency employees and representatives of other government agencies, available CIA security information is reviewed and evaluated, additional security information is secured through direct liaison or by request for investigation, coordination is effected with other interested Agency components, a determination is made as to the level of disclosure authorized under Agency security policy and appropriate liaison clearance is granted.

The workload of this section increased from 7,827 cases in 1957 to 9,366 cases in 1958.

The Contact Section with one professional and [REDACTED] clerical was transferred from the Clearance Branch to the Employee Activity Branch in the latter part of 1957. It is responsible for the following:

25X9

It maintains liaison with accredited security representatives of other government agencies, processes requests for CIA security information and controls release of security information to other agencies. In the performance of these functions, control is maintained on the receipt and completion of the requests for information, requests are routed to appropriate sources for

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research, files, and material, sensitive and operational information is removed or deleted from reports and files, and pertinent security information released to requestor.

It conducts security debriefings on all staff employees being terminated or entering on extended leave. In order to conduct these security debriefings, the employee's security file is reviewed, coordination as appropriate is effected with other components of the Agency, and where necessary arrangements are made for additional briefings on cover matters, debts, and special clearances. Guidance is supplied on job descriptions and listing of references. Possible compromise of sensitive information by the employee or others is explored.

It also conducts special interviews with applicants and employees upon request to develop information to resolve security questions or to secure leads for further investigation.

The workload of this section was 31,867 requests for security checks in 1958 and 2,115 exit and special interviews in 1958.

The Central Processing Section with one professional was transferred from the Clearance Branch to the Employee Activity Branch in the latter part of 1958. It is responsible for:

Briefing headquarters employees prior to their departure on overseas official travel in order to protect cover and operations and to prevent unnecessary compromise. It also debriefs these employees upon return from official travel. In these briefings the security file of the traveler is reviewed, coordination as necessary is effected with other components of

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the Agency on problems of cover, debts, travel to denied areas, special type clearances and on personal or official questions. The interview covers security hazards; protection of official and private papers, documents and property; safeguarding classified material; security practices in the field; and other matters deemed desirable from study of the file and/or current developments. Additional briefings are scheduled when necessary. Returnees are security debriefed and instructed on headquarters security requirements with respect to private outside activities. Action is taken to resolve any security question raised by the returnee.

The workload of this section was 4,642 interviews in 1958.

Other Activities

In addition to the functions reported above by Sections, the Branch serviced the following:

	<u>1957</u>	<u>1958</u>
Outside Correspondence	501	560
Compensation Claims	98	85
Clearance Briefings	12	388**
Suggestion Awards	92	109
Classification Guidance	5	15
Forms Guidance	60	74
Committees & Boards	2	4

\*\*Increase occasioned by requirement for clearances and briefings for access to [REDACTED]

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**SECRET**

**INTERROGATION RESEARCH  
DIVISION**

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INTERROGATION RESEARCH DIVISION

The Interrogation Research Division is charged with the mission of obtaining information through polygraph and oral interrogations and providing such information to assist in the determination of the security acceptability of persons employed by, or associated with the Agency.

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The Division consists of [ ] professional slots supported by one technician and [ ] clerical positions, allocated functionally as in the following tabulation. However, the professional employees, within the limits of their experience, language proficiencies, and area knowledge, are capable of carrying out any of the activities of the Division and hence are used interchangeably therein.

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**SECRET****Overt Operations**

The term overt operations refers to interrogations and tests conducted on Agency premises. These operations require the services of interrogation specialists who have had extensive experience conducting polygraph interviews. He must be thoroughly aware of security evaluation requirements and policy during the file review required on each case interviewed by the Division. He reviews these files in an effort to make certain all areas of security interest are noted. Effort is always made to assign examiners to cases in which they match as much as possible the personality and background of the subject.

Statistics of overt cases processed during 1958 follow:

Favorable Cases Processed	1883
Noteworthy Cases Processed	475
Unfavorable Cases Processed	276
Incomplete, Inconclusive, and Eyes	
Only Cases Processed	143
	<hr/>
Total Cases	2777

**Operational Support**

Operational Support requests for polygraph testing, come either directly from other Agency elements or through the Security Support Division within the Office of Security. In either instance, the scheduling of these polygraph interviews is coordinated with the Overt Supervisor in IRD and with IB/1, Security Support Division. The polygraph interviews may be [REDACTED] Care is always taken to assign the case to the most qualified examiner, within the framework of linguistic abilities, area knowledge, personality and operational experience.

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**SECRET**

**PHYSICAL SECURITY**

**DIVISION**

**SECRET**

**PHYSICAL SECURITY DIVISION**

The proposed T/O is pending approval at this time. The allocation under this T/O and the actual on duty strength as of 28 February 1959 is shown in the following tabulation.

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It will be noted that two GS-13 employees are shown in the Division Chief's office. One of these is a liaison officer with the New Building Unit and Project [REDACTED] Both the Unit and the Project operate directly under the Division Chief and are, of course, temporary until the completion of the new building. The Safety Unit is a permanent component and operates directly under the Division Chief. 25X1A2g

The mission of the Division is carried out by the components as tabulated above, the functions and activities of each of which are described below.

#### NEW BUILDING UNIT

This unit, composed of four professionals and one clerical employee, arranges for the proper identification and badging of all workmen and visitors to the construction site of the new CIA building. It maintains, through utilization of a contract guard force, surveillance of a continuing nature of both workmen and the building, especially sensitive areas, through the supervision of all staff members who concern themselves with all physical, personnel and technical security problems related to the new building. It conducts a continuing program

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for the detection and prevention of audio penetration and/or sabotage attempts. It provides for the limitation and control of access to the building, the building site and stock piles of material. It is responsible for the supervision, training and administration of guard forces and staff personnel (i. e. those assigned on TDY) to assure maximum protection of the site and the new building.

PROJECT [REDACTED]

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This Project administered by [REDACTED] professionals and one clerical employee is of an "Eyes Only" nature which precludes its description herein.

SAFETY UNIT

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The Safety Unit composed of [REDACTED] professionals and one clerical employee is responsible for planning, implementing, coordinating and directing an Agency-wide safety program to reduce the number of accidents and injuries among employees. In so doing, directs the planning of approximately 55 area Safety Officers and 84 Building Evacuation Officers on specialized safety problems, including current civil defense plans and procedures as well as evacuation procedures for fire and flood.

The Unit also supervises a fire prevention program on a continuing basis in both the headquarters area and certain [REDACTED] installations.

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Implementation of the above programs entails the conduct of investigations of accidents, with recommendations and recording and maintenance of statistics; the conduct of fire drills, surveys, educational and training programs on safety and fire prevention; the review of all ordnance shipments for safety approval; safety inspection of major alteration plans of present Agency buildings; the conduct of safety tests on materials, equipment and line operation hazards; and representing the Agency at safety councils and conferences.

As an economy measure to eliminate frequent trips of the Safety Officer to [REDACTED] a Security Assistant at the Project was trained as an [REDACTED]

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PHYSICAL SECURITY DIVISION PROFESSIONAL PERSONNEL

The usual educational requirement for Physical Security Division professional personnel is a college degree with preferably some experience in another component of the Office or the Agency. A large proportion of the personnel is comprised of lawyers, civil, electrical and mechanical engineers, and experienced investigators. Division personnel have visited or been stationed at a majority of the Agency stations and bases; this has been of great benefit in the performance of many support requirements placed upon the Division.

It is estimated that TDY and training assignments, the exclusion of Night Security Officers and of the personnel assigned to the New Building Unit and [REDACTED] reduce the effective professional strength of Physical Security Officers at headquarters to about 75% of the "on duty" strength for performance of the regular daily headquarters physical security duties. 25X1A2g

To achieve broad development of professional skills, Physical Security Division personnel have taken substantially diversified internal and external training. External courses have included CIC school, International Administration, International Law and History, Arson Investigation, Ammunition Inspection, and Communism in Europe. To acquire greater flexibility, an internal program of cross pollination of training has been implemented so that personnel in the Survey Branch will be trained in audio countermeasures and vice-versa.

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SURVEY BRANCH

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The Survey Branch currently staffed with [ ] professionals and [ ] clerical employees, establishes minimum requirements for the storage and handling of classified material, and monitors the compliance therewith on a world-wide basis. It conducts physical security surveys and inspections of Agency installations and facilities including headquarters buildings as directed, and makes corrective recommendations, where indicated. It conducts investigations of indicated security violations or noncompliance and makes remedial recommendations, when appropriate. It provides physical security advice, guidance and support to other components of the Agency, domestic or overseas. It provides training support on physical security matters.

In performing its mission, the Survey Branch conducts periodic comprehensive physical security surveys of Agency activities, domestic and foreign; it provides assistance, domestic and foreign, on security matters concerned with procurement of new sites, planning of new construction programs, and the movement of personnel and classified material; and conducts or coordinates both foreign and domestic investigations of thefts of government property or thefts of personal property from Agency installations. It also provides personnel for an emergency force maintained in readiness for overseas trips of an emergency nature concerned with physical security matters.

Recent additions to the duties of the Branch are the investigations of unauthorized disclosure of intelligence sources and methods, and the responsibility for ensuring that the Agency complies with AEC standards for storage, dissemination of and access to "Restricted Data".

There was a generally considerable increased workload in the Survey Branch during 1958 over 1957 as is reflected by the following.

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**\*\* The following is a listing of the type of "Special Studies" made:**

Study re Special Clearance Problems and Related Usage.

Study re CIA Mail and Courier Procedures,

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Study re Handling, Control and Storage of Monies in CIA.

Study re vulnerability of Agency Because of Need to Use Indigenous at Overseas Installations.

Special Study re: the Herring-Hall-Marvin Safe; its manufacture and maintenance problems; feasibility of usage overseas; coordination regarding its usage with other Government agencies.

Preparation of a Guide on Physical Security Matters.

**\*\*\* Responsibility for conducting monitoring Industrial Security Surveys was assigned to Survey Branch in October 1958.**

During 1958, the Survey Branch handled a number of problems, including internal and external liaison and related administrative staff work relative to the following, which are of continuing interest to the Physical Security Division. The nature of these workloads are such that review is made of them from time to time and they are continually refined to assure that the most expedient and secure system, method or procedure is being utilized. Those designated with an asterisk were acquired in 1958. Those not so designated constituted workloads of prior years.

• Pouch Procedures,  
• Installations. \*

to Overseas 25X1C4a

Studies of Document Control Systems in the Agency.

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Study of Security Procedures at ONE and pattern analysis study of Security violations over a five year period,

Pattern Analysis of Security violations at Headquarters and at Overseas Installations for a three year period; study of causes, and methods of prevention.

R & D aspects of Normal and Emergency destruction methods and facilities (in conjunction with TSS).

Study in conjunction with TSS and RI of secure pouch methods\* RE 25X1A2g  
[REDACTED] Projects.

Coordination with various other Governmental Agencies re approval\* and utilization of [REDACTED] for use at Agency overseas installations. 25X1A13c

Study of external courier systems (i. e. , between this and other Government Agencies). \*

Study of the security of transmission of classified information utilized by the [REDACTED] 25X1A2g

Review of State Department and Agency War Plans; preparation of concurrence or comments for guidance of Policy Staff.

Coordination of plans re construction of [REDACTED] 25X1C4a

Providing instructors for Physical Security Training Course (presented two - three times per year). \*

Preparation of certain chapters of the proposed Physical Security Manual. \*

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TECHNICAL BRANCH

The Technical Branch currently staffed with 14 professionals and 2 clerical employees is responsible for developing, establishing and maintaining Agency-wide technical audio countermeasures and technical security programs. In carrying out this mission, the Branch conducts technical inspections to detect hostile technical surveillance of Agency activities, both foreign and domestic; develops and establishes requirements for procurement of technical audio countermeasures equipment; levies requirements for research; controls issuance of technical audio countermeasures equipment; furnishes support for sensitive security activities; tests, evaluates and develops improvements in existing technical physical security devices such as alarms, locks, identification systems, etc; and conducts technical briefings and courses.

The functions of the Branch are performed by an Operations Section which conducts audio countermeasures surveys in the United States and overseas, makes domestic positive installations, maintains audio countermeasures kits and positive gear in operational readiness, modifies such equipment as required, and maintains liaison with operating offices on audio countermeasures; an Engineering Section which carries on liaison with TSS and other government agencies, analyses and evaluates new and existing equipment and makes recommendations for research, development, and modifications, analyses and evaluates "finds" and gives guidance on technical matters involving security; a Technical Physical Security Devices Section which furnishes technical support and guidance on physical security devices and techniques including conducting tests, making special installations of intrusion alarm devices, conducting training and briefings, and furnishing advice regarding the procurement of devices; and a Training Section which conducts the Security Office Audio Countermeasures Course and gives briefings and training as required on the subject and distributes the latest equipment and information on the subject to trained personnel..

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During 1958, a section for the test, evaluation and training pertaining to physical security devices, such as alarm systems, locks, safekeeping equipment, etc., was established. Typical of the important projects conducted by this section was the evaluation and testing of various alarm systems to determine the most practical system for use in the new building.

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BUILDING SECURITY BRANCH

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The Building Security Branch currently staffed with [redacted] professionals and [redacted] clerical employees, which includes [redacted] receptionists, is responsible for planning, implementing and maintaining physical security safeguards for the protection of classified information.

In carrying out the above stated responsibility the Branch conducts periodic inspections of all buildings and surrounding areas to detect physical security defects; it proceeds when necessary on an emergency basis, to correct such defects. It conducts inspections of "secure" and "restricted" areas to ensure that they meet with the prescribed physical security requirements and it implements in coordination with the Technical Branch the installation of electronic alarm devices as required.

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The Branch directs the operation of a guard force of approximately [redacted] guards to control entrance to and exit from [redacted] Agency headquarters buildings and certain areas. This supervision requires liaison with eight (8) Guard Group Captains and a determination on a continuing basis of the number of guards necessary to man fixed posts, roving patrols, for escort duty, for emergency situations, and for necessary reliefs. The Building Security Branch formulates policies, procedures and instructions, including standing general orders and specific orders to the guard force and conducts periodic instructions of all guard posts and officers to assure that all security procedures and regulations are being complied with. The Building Security Branch is also responsible for the auditing and monitoring of the costs of the GSA Guard Force, which is furnished the Agency by GSA on a reimbursable basis. On 16 February 1959, a guard post at an entrance to [redacted] Building was abolished with a resulting annual saving of about \$6,400.

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Visitor control to CIA buildings is maintained by the implementation of a building receptionist section which is responsible for maintenance of reception facilities at 12 buildings. Identification and badging of CIA employees is accomplished by the establishment of an Identification Section within the Building Security Branch which is responsible for badging, fingerprinting and security regulation briefing of all new employees.

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A Night Security Office Section within the Building Security Branch is responsible for providing continuous Office of Security representation after normal duty hours, including 24-hour week end coverage, rendering security support, exercising general supervision of guard force, monitoring of alarm systems and the conduct of after-hour building inspections. The Night Security Office Section is responsible in the conduct of after-hour building inspections to ascertain that all classified material and equipment, and all buildings and building areas, are properly secured, that the guard force is properly deployed and performing assigned duties, and that all other after-hour security regulations have been complied with. This Section is also responsible for resolving personnel and physical security matters that develop after regular working hours. The Section prepares written reports of security violations, suspicious circumstances and other security matters which are found during after-hour inspections, or reported by the guard force or Agency personnel.

A firearms Officer assigned to the Branch, serves as the Domestic CIA Firearms Control Officer, pursuant to Public Law 110, Section 6D, 81st Congress. The Firearms Officer controls the issuance of all firearms to be used within the continental limits of the United States, supervises training of Agency personnel authorized to carry weapons in the discharge of their official duties, and certifies the degree of qualification of personnel so trained, and recommends the issuance of Agency Firearms Permits for qualified personnel. He is responsible for all physical security equipment (except technical equipment) and is also occupied in escort duties and other functions of the Branch.

The Building Security Branch provides miscellaneous security services, such as, but not limited to, maintenance and repairing of safe-keeping equipment, changing and control of safe combinations, domestic armed escorts or couriers, supervision of classified waste collection and destruction, and other miscellaneous security services. Security support activity consists of serving as standby security representative at the location of high level conferences of a very sensitive nature held in Washington, D.C. and other cities, within the United States to insure that the utmost security

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**FOREIGN SUPPORT**

**STAFF**

**SECRET**

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FOREIGN SUPPORT STAFF

Supervision of the Foreign Support Staff, composed of a GS-14 and GS-13 and two clerical employees, was delegated by the Director of Security to the Deputy Director of Security for Personnel and Physical Support on 11 December 1958.

The Staff acts for the Director of Security in assisting him in his exercise of technical security administration, guidance, and support of overseas security personnel and activities. In the performance of its mission the Staff exercises administrative control of security personnel selected for, or returning from, overseas positions, unless otherwise assigned and provides career guidance for security personnel selected for, assigned to, and returning from overseas positions. It serves as Secretariat on overseas communications and maintains a record of actions in each instance. It keeps the Director of Security and his Deputy Directors continually informed of the security support requirements and activities of overseas security officers, including all communications received from them, and the replies thereto. It provides centralized services and guidance on cables, dispatches, pseudonyms and cryptonyms for the Office of Security. It is responsible to conduct and arrange for briefings and debriefings of all Office of Security personnel departing for, or returning from, overseas assignments. It makes recommendations to the Office of Security Training Officer for his guidance in developing training programs and coordinates on training programs proposed by A&TS for security personnel assigned to overseas positions. It obtains or develops information in order to maintain current knowledge on overseas security support problems, requirements and activities. It follows action on requests for direct support to security representatives overseas. It takes such other actions in support of the overseas security programs, as may be ordered by the Director of Security.

In performing the above functions, the Staff maintains close liaison with the operating divisions and thus obtains current information regarding the needs and plans of those divisions which affect the security support required in the overseas stations.

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The Staff maintains comprehensive records covering the status of security personnel stationed overseas and in process for assignment overseas.



Agency cables and dispatches handled by the Staff increased from 6580 cables and 2973 dispatches in 1957 to 8879 cables and 3121 dispatches in 1958.

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**THE STAFFS**

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**ADMINISTRATION AND TRAINING**

**STAFF**

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ADMINISTRATION & TRAINING  
STAFF

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GENERAL

The mission of the Administration & Training Staff is to provide administrative, personnel, budget, supply and training support and special services for the Office of Security, including its headquarters [REDACTED] and foreign activities.

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For the performance of this mission the Staff is divided into the following branches, staffed with [REDACTED] professional and [REDACTED] clerical employees as indicated:

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Functions

The Staff gives support and guidance to Office of Security personnel on the various subjects of personnel, finance, property, training and general administrative services. It furnishes a member and the secretariat for the Office Career Service Board; furnishes advisors and members to the various Competitive Evaluation Panels of the Office and maintains the records of each; gives administrative guidance and assistance on special projects such as the Covert Security Building Project and [REDACTED] [REDACTED]; continually reviews office administrative procedures to insure compliance with Agency and office requirements as they apply particularly to financial and property records, accounts and procedures and with specific attention to financial advances and repayments; participates in the administrative responsibilities of such programs as the Executive Specialist Reserve, Executive Reserve and War Planning; gives special attention to the overall morale of the office; watches the comparative advancement of all Office of Security personnel at headquarters [REDACTED] and overseas and suggests actions to supervisors and the Office Career Service Board; implements entertainment functions and handles miscellaneous services such as parking spaces, contribution drives, etc.

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Personnel Branch

This Branch is responsible for the administration of all Office of Security personnel actions and records. In the discharge of its responsibilities it performs the functions described below:

The Personnel Branch works closely with the Office of Personnel in reviewing files and interviewing prospects for employment in the Office of Security or for special projects or activities such as Security Officers on Project AQUATONE and the new building project.

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All employees entering on duty, transferring or resigning are processed through the Personnel Branch for briefing on various administrative and personnel matters such as their career with the Office of Security, the requirements of their assignment, insurance and hospitalization, medical examination, data required for passport, arranging for transfer of payroll funds from vouchered to unvouchered or vice versa as necessary. In addition, after an employee has been on duty at headquarters for 90 days he is re-interviewed principally to determine the success of his placement. Other matters such as overtime, bond deductions, leave, etc., are also discussed.

Under the Career Management Program, 215 plans have been completed outlining the career plans and desires of Security personnel for a period of five years. 122 of these plans have been approved by the Career Board and the Director of Security. It is planned that all professional personnel from GS-7 through GS-14 will be covered in this Career Management Program.

Administrative changes within the Office of Security require the preparation of charts and T/O analysis information as well as coordination between the Office of Personnel and the Personnel Branch of the Office of Security in connection with the administrative changes involved. In the past it has been noted that an average of about two organizational or staffing changes of a substantial nature take place in the Office of Security per year. The support required from the Personnel Branch in such matters is considerable in working up job descriptions and justifying grade classifications, etc.

In connection with the Competitive Evaluation Program the Personnel Branch furnishes support to all the panels engaged in annual evaluations of Office of Security personnel from grades GS-7 through GS-14. This entails a large volume of work in reviewing the administrative file of each person involved to assure its completeness when it is brought before the panel, and the preparation of the competitive evaluation lists in accordance with the

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actions of the panels. A total of about 420 cases are involved each year. In addition to the above, the Personnel Branch serves as the liaison and advisor in the processing of fitness reports. It also issues and keeps control records of investigative credentials of which [REDACTED] are currently in use.

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Assistance is given to security personnel as needed in connection with insurance, hospitalization, credit union matters, and claims under the Federal Compensation Act in cases of injury. The Personnel Branch is responsible for the time and attendance records for all security personnel, [REDACTED]. It is also responsible for presenting the bimonthly requests for authorization of overtime and maintaining the records concerned therewith. This Branch collects necessary data for passports and obtains passports for personnel as necessary.

The Personnel Branch is the repository of all administrative files in the Office of Security. Among the files kept and maintained by this Branch are [REDACTED] administrative files on security careerists, [REDACTED] administrative files on Confidential Correspondents, [REDACTED] files reflecting finance, property and other administrative matters concerned with [REDACTED], a chainindex listing of all Office of Security positions with the name and basic status of each incumbent, IBM information cards on all security staff employees showing name, address and assignment, cards on all security professionals showing area and assignment preferences, skills, language training, interests and other pertinent data. A career sheet in each administrative file is kept current with respect to the employees career in the Agency.

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Administration and Support Branch

This Branch is responsible for the preparation and subsequent administration of the Office of Security budget. In discharging its responsibilities, close liaison is maintained with the Agency Budget Division. Following a briefing of Office of Security components, a review of their submissions and of past expenditures, known and projected requirements, preliminary estimates and office estimates are prepared and submitted to the Budget Division. Usually some material change in budget submission occurs each year; a current example is the proposed cost-based budget to be activated at least in part for the 1960 budget. The Branch makes periodic reports to the Director of Security on Status of Funds and Analysis of Obligations; it maintains close surveillance of accounts and when necessary prepares requests for increased allocation during the fiscal year; it forwards reports to the Comptroller per existing instructions; furnishes supplemental information to the Agency Budget Division for the Agency Congressional Budget; confers with office components regarding trends in costs and suggests possible means of effecting savings; and reviews all obligations by the Office of Security.

Employees are assisted in processing for travel including financial advances, travel reservations and medical requirements etc. The number of employees traveling from Headquarters varies from one to fifteen at all times; 48 are completely processed ready to move on short notice. Approximately 475 to 500 travel orders are prepared annually. This includes Blanket Travel Orders authorizing all [REDACTED] professional personnel and many headquarters personnel to travel at anytime during the fiscal year. All vouchers for travel and other expenditures are reviewed and approved or questioned and adjusted through consultation with the individual concerned. A \$7,000 imprest fund is maintained for continuous operational, emergency and safe house operations. Employees are also provided with their salary checks, leave balance problems and miscellaneous problems with their salary payments.

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The Branch provides logistical support and guidance to the Office of Security headquarters components, [REDACTED] sites; the new building site security project and the DCI Security Staff. All areas require special assistance in logistical matters and one covert site requires a representative of the Branch to be on location and available nearly full time when security operations are in progress. This site is used on an average of 60% of the time.

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Financial audits and property physical inventories are conducted annually at [REDACTED] headquarters components with the findings reported to the Director of Security and to the Agency Audit Staff as required. In addition, financial accountings are submitted on a monthly basis for review and approval and an additional physical inventory is made by [REDACTED] and forwarded for review, posting and adjustment if necessary. All property inventories and records are constantly under review for correctness and the Branch advises the users on the latest types of supplies etc. available that will provide for efficient and economical type of operation. Total requests for equipment, services and supplies during 1958 and through March 1959 are shown below:

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<u>Type of Requisition</u>	<u>7/57 - 6/58</u>	<u>7/58 - 3/59</u>
For Office Supplies and Equipment	376	485
Printing Services	54	107
Through TSS/DDP	20	40
Library	164	432

In addition to the above services the Branch coordinates and provides services required by the Office of Security for transportation, communication, preventive maintenance and repair of administrative, automotive and technical equipment.

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Training Branch

The Training Branch provides specialized training for Office of Security personnel and Agency employees, as required. It presents the Security Indoctrination and Security Re-Indoctrination programs for all Agency employees. It coordinates with the Office of Training in the general training of Security personnel.

On an Agency wide basis, the Training Branch serves as follows:

All new employees, including military personnel and consultants, entering on duty with the Agency receive a security indoctrination which is a three hour talk given each Monday. It deals with the need for Security, problems in the area of physical security, control over employee's outside activities, and personnel security requirements. Approximately 60 to 80 people attend each Monday.

The Security Reindoctrination Program is a one hour lecture program dealing with the reasons "behind" CIA's security program. It is presented twice weekly for personnel with over two years service and as of the end of February 1959, [REDACTED] persons received this indoctrination.

Other presentations are security lectures given at the Intelligence Operations Course - (1 hour monthly), The Operations Familiarization Course - (1 hour four times a year), the Dependents Briefing Program - (40 minutes monthly) and the JOT Briefing Program - (40 minutes four times a year).

Once a month personnel from this Branch serve at the Intelligence Orientation Course Exhibit, explaining our exhibits and answering questions concerning the Security Office and the service it renders.

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**Seminars.** This type conference, approximately fifteen yearly, is designed to provide current working policies, regulations and procedures. This includes SAC conferences, ASAC conferences, Chief Clerks, Area Security Officers, Investigators and Clerical.

**Miscellaneous.** Training officers are also active in preparation of new courses including a two week program for Civilian Reserve Specialists; Security Survey Course; special courses for project personnel; assisting in the preparation of security film to be used in connection with security indoctrinations; and serving on committees within and outside the Agency in the field of security education.

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**ALIEN AFFAIRS**

**STAFF**

**SECRET**

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**INSPECTION STAFF**

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INSPECTION STAFF

The Inspection Staff is composed of 1 GS-15 and one clerical employee. Its mission is to conduct special inspections for the Director of Security, as required. It also is responsible for the preparation of Agency Security Regulations and the review and coordination of all regulations from a security standpoint.

During the year 1958, this Staff conducted the following inspections, surveys or reviews:

Records Survey. A comprehensive survey of the records operations of the Office of Security was completed February 1958. This survey was followed by the consolidation of overt and covert records operations in the Office of Security into a newly created Security Records Division. The Chief, Inspection Staff assisted in the development and establishment of the organization, functions, manpower requirements, and staffing pattern for the Security Records Division.

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Operations. A review of Operations was conducted to determine the effectiveness and the efficiency with which this program is being operated and to determine its proper organizational location. As a result of the survey, the organizational location of the individuals in such operation was changed from the Personnel Security Division to the Security Support Division as an activity more properly associated with its responsibilities.

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Survey of Office of Central Reference. A review of the Office of Central Reference was made to ascertain what information and service were available which may be beneficial in carrying out the mission of the Office of Security. As a result, new services, sources of information and records holdings were made known to the Office of Security, and revised collection requirements were levied upon the Office of Central Reference as standing requirements for the Office of Security.

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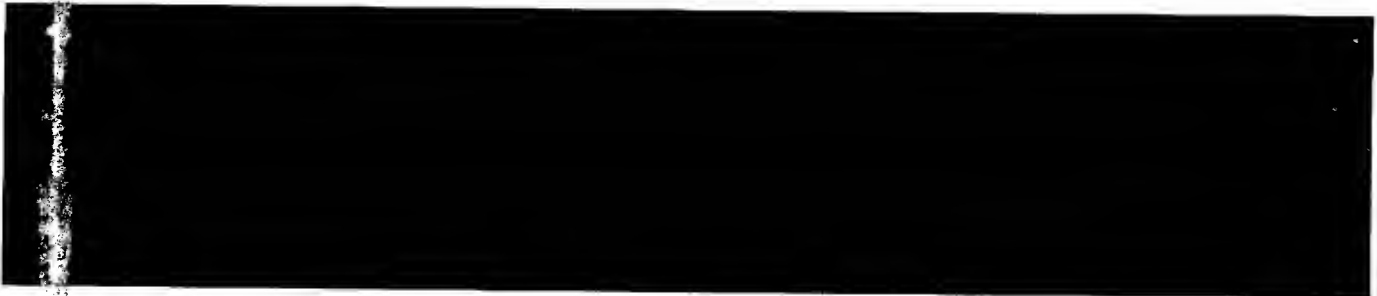
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Office of Research and Reports Survey. A survey of the Office of Research and Reports similar to that conducted in OCR was made and additional sources of information were found of use to the Office of Security in conducting investigations or handling Counter Intelligence matters.

Classified Contract Security. A review of the Security aspects of the Agency Classified Contract Security Program was completed which resulted in the establishment of uniform criteria, procedures and schedules for Industrial Security initial inspections and re-inspections; and the establishment of improved records and record control. Also inaugurated was a program of Office of Security assistance to the Office of Logistics Security Staff in conducting a number of Industrial Security inspections on a "case" basis to get and keep the Classified Contract Security Inspection Program on a current basis; and an Industrial Security Training Program by the Office of Security. The first course in this field was conducted in March 1959.

Security Orientation - Chief of Stations/Bases. A review of the need for a specialized Security Orientation of Chiefs of Stations/Bases was conducted to ascertain if there is general knowledge of security services available. As a result, a program is being set up not only to orient Chiefs of Stations/Bases but Case Officers as well, regarding Security Support available to them in support of their operations.

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Relocation of Security Briefing Activity - Central Processing Branch-CPB  
As reported in Section II of this report, a review of security briefing and debriefing procedures and related matters in CPB was made and resulted in the Security Briefing activity being moved from space in the Personnel Office to space in Office of Security Headquarters.

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**POLICY STAFF**

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POLICY STAFF

The Policy Staff, composed of a GS-15, a GS-14 and one clerical employee, assists the Director of Security in preparing security policies and plans, and provides guidance on Agency matters affected by security policies. In the performance of its mission, the Staff furnishes security guidance and advice to the Director of Security, to other personnel of the Office of Security and to other components of the Agency on problems of a security policy nature. It furnishes security guidance to Agency components on the release, both foreign and domestic, of classified material. It serves as Senior Support Planner of the Office of Security, as CIA observer on the State-Defense Military Information Control Committee, and as Security Advisor on the CIA Honor and Merit Awards Board. It furnishes security policy advice on matters originating outside the Agency, such as proposed legislation and Executive Orders, and writings on, or concerning intelligence. It conducts special studies within the Agency of matters having security policy implications. It maintains appropriate liaison with other Government departments and agencies on matters of security policy concern.

In its role as Senior Support Planner, the Staff reviews and comments with respect to security matters on war planning documents initiated by DD/P. In this connection, particular emphasis has been placed upon overseas evacuation and redeployment during emergencies. Inasmuch as the Office of Security will play a leading support role in these eventualities, considerable time and effort has been concentrated over the past two years to prepare a basic coordinated Office of Security War Plan. Recently, this Staff completed such a plan and its 75 pages represent an intensive effort. In addition, this Staff has participated extensively in various war planning discussions, both as formal seminars and in informal groups.

This Staff attends the regular weekly meeting of the State-Defense Military Information Control Committee, and represents the CIA in policies,

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procedures or activities that may arise in connection with the work of this Committee. A member of this Staff has, on numerous occasions, accompanied a U. S. Security Team charged with the responsibility in each instance in arriving at an assessment of the security capabilities of a foreign government.

Careful study is given to proposed legislation and Executive Orders as they may affect the security function of the Agency. Such a review requires careful consideration of the peculiar cover/security problems faced by CIA and, in a number of instances, specific recommendations must be made so that this Agency will not be hindered in carrying out its mission.

In a staff capacity, advice is given to Agency components concerning the security policy implications of releasing classified information domestically and particularly as concerns foreign governments. Specific proposals require assurances that all pertinent laws, Executive Orders and regulations have been properly complied with.

Many miscellaneous matters arise in CIA which cause cover/security problems. Among these might be mentioned income tax reporting, Federal old age benefits, employees compensation, Federal insurance, private insurance, credit inquiries and many other similar administrative type problems. To arrive at an acceptable solution, this Staff has engaged in many outside liaisons with other government departments and agencies and also has participated in many discussions with interested Agency components.



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**SECURITY RESEARCH  
STAFF**

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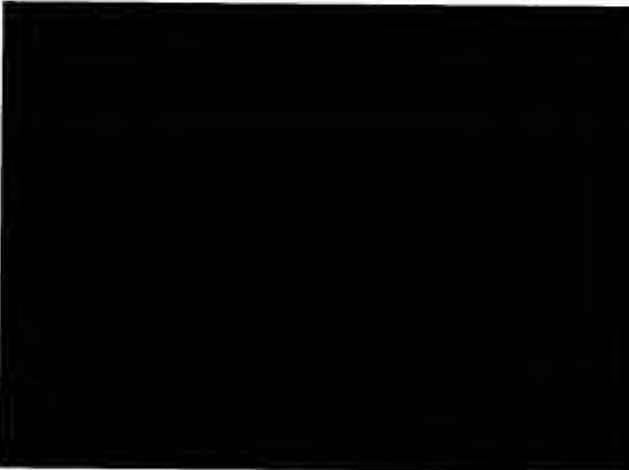
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Personnel

The Security Research Staff is staffed as follows:

	Authorized T/O	On Duty
25X9		

Among the necessary qualifications for an effective Security Research Staff Officer are broad investigative experience, language facility, thorough familiarity with the methods of operation and personalities of the Russian Intelligence Service, familiarity with the International Communist Movement, high competence in researching - able to assimilate facts and detect patterns of activity, competence as an interrogator having a detailed familiarity with the past penetrations in Government agencies and particularly in intelligence agencies, ingenuity and resourcefulness.

In addition, the conditions necessary for an effective Staff include a continuity of personnel in order to have a depth of knowledge and experience capable of following trends and patterns in the activities of elements which would attempt to penetrate this Agency, adequate research and reference works readily available and the use of charts and other aids to research and investigation.

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25X9

The investigative experience of the [REDACTED] senior people within the Security Research Staff averages 16 years. One has 29 years in Government service and the least is 10 years. Interviews by the five senior people have been conducted over their combined experiences on a wide range of activities and within the past seven years have concentrated primarily on matters relating to penetration and infiltration attempts against this Agency. Their investigative experience is represented by a former commanding officer of a Counter-Intelligence Corps school abroad, two former FBI agents, one former State Department investigator with ONI and Civil Service Commission experience, and one former CID investigator.

A continuous internal training program is carried out to increase the level of professionalism and knowledge of the Staff in pertinent fields. Thirty per cent of the professional staff received language training and awards in 1958. One Staff member is fluent in Japanese, one in French, one in Spanish and two are engaged in the study of Russian at the present time.

All of the professional personnel of the Security Research Staff are trained to handle any of its functions. As the case load varies and new priority matters are received, personnel are used in more than one function in order to provide mobility and for maximum efficiency and effectiveness. Personnel are currently assigned as follows:

25X9	Special Inquiries - [REDACTED]	
25X9	Research - [REDACTED]	
	Exploitation of Research Leads - [REDACTED]	25X9
25X9	Liaison - [REDACTED]	
	Administrative - [REDACTED]	25X9

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